

Job Title: Learning Support Assistant

Responsible to: Head of Academic and Adult Study Support

Responsible for some or all of the following, depending on needs at specific times:

- 1 Acting as a note-taker for a student in class, usually electronically with use of laptops.
- 2 Working with a designated student on a one-to-one basis as directed by the line manager.
- 3 Working closely with the class teachers and where appropriate with Specialist SpLD Teachers/Assessors or Learning Advisors, to facilitate students' learning.
4. Working under the direction of the line manager to carry out clerical tasks, including record keeping, that support the needs of the student.
5. Prioritising the health and safety of the student, in class and while on site at AHED
6. Undertaking examination duties including reading, scribing, prompting and invigilation
7. Providing support for a range of student visits and trips within class hours
8. Working on a daily basis, as part of a team, to support students with complex needs and being responsive as their needs change.
9. Attending annual mandatory and other training as required
10. Complying with the College's health and safety policies and procedures.
11. Prioritising the safeguarding of all students and participate in training on safeguarding matters.
12. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
13. Undertaking such other duties as may reasonably be required by the Director of AHED

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Essential Requirements

1. Empathy with students in need of a range of LS support (Working with of students on a one-to-one basis will be necessary)
2. Educated to A level standard or equivalent, plus GCSE Maths and English at grade C or above.
3. Ability to self-manage the emotional demands of working with students who have complex needs.
4. Good IT skills, including word processing for accurate record keeping

5. Ability to work as part of a team
6. Willingness to provide support for a range of classes (daytime and evening) and support trips off site within class time.
7. Ability to stay calm under pressure.
8. Display a commitment to the protection and safeguarding of children and vulnerable adults.
9. Display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

Desirable Requirements

1. Experience of working with students who have specific learning difficulties and disabilities.
2. An interest in/experience of working with students on the autistic spectrum.
3. Experience of post-16 education.
4. Experience of working within a team.
5. Flexibility to cope with new educational developments.